



# Sample Volunteer Placement

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## Teaching Children

### Mission and Needs of the Partner Program

This school has been working for about seven years in the neighborhood near the Guatemala City dump. There are 900 families living in the “sanitary landfill,” and most make their living sorting through the garbage looking for materials that can be reused or sold for scrap.

The school began as a personal initiative of two Guatemalan women that saw the needs of the children in the area. They formed a non-governmental organization (NGO) and they focused their programs on older children who were not attending school or children that had been expelled from the regular schools due to misbehavior. Many of the children who attend the morning sessions work at the dump with their parents after school.

During the afternoon the school offers secondary education to children who have finished primary school. During the evenings informal education is offered to youngsters who work in the dump during the day by having lessons in sex education workshops, guitar lessons, etc. to give them the opportunity to have some social life in the safety of the school.

### Volunteer Activities / Duties

- Helping to create structured and organized games and activities.
- Encouraging and praising the children, while also enforcing rules of good behavior.
- Helping in daily classes (i.e. pronunciation, correcting assignments, etc.).
- Teaching conversational English.
- Creating class activities/games.
- Introducing/facilitating recreational activities (sporting programs, games, etc.).
- Initiating projects or programs (i.e. bringing in music, helping kids put together a play, etc.)
- Interacting with students and teachers on a personal level.
- Talking and teaching about your home country.

### Goals for the Volunteer from the Partner Program

#### Long-Term

The long-term goal is working to provide education and opportunities to children in an area where going to school is not a guarantee.

#### Short-Term

Volunteers are expected to prepare lesson plans with creative ways of educating children with minimal resources. Providing instruction on a variety of subjects is helpful to expose children to opportunities and information not readily available to them.

## **Useful Supplies**

- The Home-Base has a resource library from which you can borrow supplies (i.e. crayons, paints, paper, glue).
- As people will be interested in learning about you and your life, please bring "Show and Tell" items. For example, photos of your family and things representative of your culture and heritage (i.e. postcards, picture books, recipes and other personal items).
- Please begin brainstorming ideas for activities at your placement.
- If you are not sure what materials or supplies are appropriate to bring, please review CCS' Donations & Gift-Giving Policy (located in your Participant Handbook), or speak with your Program Manager.

## **Work Attire / Dress Code**

- Jeans or khakis (No shorts)
- Long skirts that go below the knee
- Short sleeves or polo, knitted-type shirts (No tank tops, low cut or revealing tops)
- Close-toed shoes like tennis shoes or sneakers (No sandals or flip flops)
- Clean clothing without stains, tears, or that drag on the ground
- Hair should be tied back and out of your face; jewelry should be left at home.
- Please be sure that all tattoos are covered.
- As a volunteer and guest teacher, you will be expected to dress appropriately.

## **Other Notes**

- Please refrain from smoking while working at this placement or around its premises.
- Volunteering at this placement is strictly available in the mornings between 8:00 a.m.–1:00 p.m.

## **Things to Remember**

- Keep a positive, open-mind.
- Interact with staff and students.
- Maintain a sense of humor.
- Be patient, flexible, friendly and respectful.
- Try to observe the routine as much as possible and refrain from taking pictures during your first week.
- Take initiative—Plan activities in advance and communicate your ideas or questions to the in-country staff.
- Remember the CCS Vision, Mission, and Values (located in your Participant Handbook and our website).